

CITY OF BRAWLEY

April 18, 2018

The Airport Advisory Commission of the City of Brawley, California met in a regular session at 4:00 PM, Public Works Department Conference Room, 180 S. Western Avenue, Brawley, California, the date, time and place duly established for the holding of said meeting.

The meeting was called to order by **Co-Chairman Osterkamp @ 4:10pm**

PRESENT: Rutherford, Friley, Osterkamp

ABSENT: Kelley, Floyd

1. APPROVAL OF AGENDA

The agenda was **approved** as submitted. m/s/c Friley/Rutherford/3-0

2. PUBLIC APPEARANCES/COMMENTS There was none

3. APPROVAL OF MINUTES m/s/c Rutherford/Friley/3-0

4. REGULAR BUSINESS FIXED BASE OPERATOR REPORT

Fuel Sales

- 692 Gallons of 100-LL, March, 2018.
- 3085 Gallons of Jet A March, 2018.
- 20 Landings, 23 Departures February, 2018
- Mr. Mills stated that Imperial Flying Service still will be vacating the Brawley Municipal Airport in June 30, 2018.

- Hangar Occupancy – 6 vacant hangars - \$180 (3), and \$120 (3) hangars as of April 13, 2018.

Staff Report:

- September Expenditure and Revenue Report provided, with a Cash In Balance reports.
 - \$33,046.02 – Expenditures
 - \$88,676.03 – Revenues
 - Cash In Balance – \$156,088.82
- FAA Airfield Lighting Project
 - Project is progressing, Contractor will be working past the original contract end date since the light fixtures will be in the third week of May.
- Status Updates
 - 72AC parcel East of Runway – No Updates
 - Executive Hangar Funding Source- No Updates

5. NEW BUSINESS

- Strategic Planning – Future Projects for the Brawley Municipal Airport – Commissioners would like to see the runway extension, Commissioner Kelley was not present.
- FBO Contract –
 - Imperial Flying Service will continue keeping the fuel support for the Airport until the future FBO takes over.
 - Staff viewed other local airports FBO contracts
 - Imperial Airport has an old contract with Imperial Flying Service.

- Calexico International Airport doesn't have an FBO contract since the City operates the Airport.
- County of Riverside provided some different types of FBO standards, Commission members will review the County of Riverside FBO Standards and assemble an agreement that will work for the Brawley Municipal Airport
 - Aircraft Maintenance
 - Aircraft Storage
 - Agricultural Operations
- Questions asked by Commission Members:
 - Would the Airport Benefit from it being staffed by City?
 - Commissioner Rutherford asked, Do we need to have an FBO? Answer was No.
- What direction does the commission want to take? Some of the interested parties are:
 - Cruise Air – Ramona
 - Reach Air Ambulance – Imperial Valley
 - Custom Ag – Imperial Valley
- The airport should have some sort of maintenance, to be able to repair an transient aircraft.
- Minimum Standards:
 - No Agricultural Operations from the FBO.
 - Aircraft Maintenance with Aircraft Storage blended from the County of Riverside.
 - Aircraft fueling of 100LL, No Jet A since the demand isn't very high.
 - Be open 5 days a week for 8 hours a day.
 - City Insurance standards.
- Commissioners Osterkamp and Friley to throw the RFP back and forth between the City and them. They will have a draft version ready by the next commission meeting.
- Co-Chairman Osterkamp stated that he doesn't bring his or his Dad's aircraft to the Brawley FBO, but instead takes it to Ramona for work to be performed, since they need to have a mechanic they can trust to work on their aircraft. He also asked "who are the airports prime users?"
- City Manager Rosanna Bayon Moore will have an audit performed for the last 3 years at the Brawley Municipal Airport, and have a draft of the new FBO contract with input from Co-Chairman Osterkamp, and Commissioner Friley on the new FBO Contract.
- Peter Bonello recommended the following:
 - To identify the needs.
 - Assign a point value to the RFP rankings.
 - Look at priorities.
 - Ranking to be up front for the RFP.
 - Advertisements through the trade publications.

ADJOURNMENT @ 5:09 PM

Alan Chan, Engineering Technician II